



HRG Memorandum 15-02

To: KEHP Human Resource Generalists (HRGs)
From: Department of Employee Insurance (DEI)
Re: 2014 FSA and HRA Substantiation
Date: January 9, 2015

As stated in HRG Memo 15-01, 2014 substantiation documentation for FSA and HRA expenses must be sent to WageWorks.

1. After Jan. 26, 2015, 2014 claims and substantiation documentation must be submitted to WageWorks – not Humana.
2. All 2014 claims paid with the Humana Access card must be substantiated with WageWorks by March 31, 2015 using the 2014 Card Substantiation Form.
3. All 2014 requests for reimbursement must be sent to WageWorks by March 31, 2015 using the WageWorks Healthcare Account Reimbursement Form.

